

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Protection of Removable Magnetic Media (U)

FROM:

C/ISG/OS

EXTENSION

NO.

0578061

OS REGISTRY

DATE

6 October 1987

19 OCT 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DD/PTS

7 OCT 1987

10/8

CS

2.

EO

9 OCT 1987

13020

B

3.

D/OS

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5.

DDA  
7D24 HQS

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15.

~~CONFIDENTIAL~~

7 October 1987

MEMORANDUM FOR: Deputy Director for Administration

VIA: Director of Security  
Deputy Director for Physical and Technical  
Security

25X1 FROM:   
Chief, Information Security Group, PTS/OS

25X1 SUBJECT: Protection of Removable Magnetic Media

25X1 1. Attached is the draft we hope is responsive to the Executive Director's memorandum. The task force, chaired by the Chief, Information Systems Security Division, included representatives from the Office of Information Technology (OIT), the Office of Information Resources (OIR), and the Office of Logistics (OL). Also attached is a draft memorandum from you to the other deputy directors that we believe is necessary to "implement" this policy. A phased approach is necessary to implement the items in the white paper that suggested a system for controlling floppies, etc. Our cross-Agency project will be addressing this.

25X1 2. We plan to brief this policy and implementation to the newly formulated "Information Security Policy Panel" that will be reporting to the Director of Security's Technical Security Policy Advisory Board. This briefing will take place 23 October. We hope that any coordination problems will be resolved at that meeting.

C O N F I D E N T I A L

3. Members of the INFOSEC Policy Panel come from the Office of Communications, OIT, OL, OIR, Counterintelligence Staff, DS&T Planning and Resources Staff, and the Information Management Staff. The panel will be chaired by [redacted]

25X1  
25X1  
25X1

Attachments:

- A. Draft HN
- B. Draft Memorandum
- C. Memorandum from EXDIR
- D. Memorandum from D/OS

Distribution:

- Original - Addressee
- 1 - DD/PTS
- 1 - D/Sec
- 1 - OS Registry
- 1 - ISG Chrono

C O N F I D E N T I A L

**Page Denied**

Next 1 Page(s) In Document Denied

C O N F I D E N T I A L

**DRAFT**

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Protecting Removable Magnetic Storage Media

1. The growth of personal computers and office automation systems is exposing the Agency to a greater potential for loss or theft of classified information because of the enormous amount of information that can be filed on removable magnetic media such as floppy diskettes and hard-disk cartridges. This exposure poses a concern deserving close management attention.

2. I am taking immediate action by issuing a Headquarters notice, to tell employees and their supervisors of the need for diligence in protecting removable magnetic media and that they should protect the units as if they were classified paper documents. This element of our Agency policy is critical for providing coherent physical security enforcement.

3. I also want to stress that informed users are our first line of defense in protecting classified information. I solicit your support in assuring that this Headquarters notice receives proper attention within your organization.

4. I have established a project team to develop a system to facilitate and enhance the control of removable magnetic media. As a baseline, the project team requires an inventory of removable magnetic media within the Agency to adequately

25X1

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**DRAFT**

25X1 scope the problem. Therefore, I am requesting that each Directorate survey its removable magnetic media and document the results from each office on the attached form. Please forward these results to Chief, ISSD/OS,  by 5 January 1988.

5. A meeting of ADP Control Officers, System Administrators, and Support Officers will be scheduled in November to discuss this survey and to answer questions.

William F. Donnelly

**DRAFT**

C O N F I D E N T I A L

C O N F I D E N T I A L

DRAFT

## REMOVABLE MAGNETIC STORAGE MEDIA

## SURVEY

Please return to: C/ISSD/OS

25X1

Directorate: \_\_\_\_\_ Office: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Survey \_\_\_\_\_

Please enter the total number of each type of removable magnetic media under the applicable classification column. Enter the total number of all SCI media under the "SCI" column only (i.e., regardless of classification). If you have media not listed, enter a description of the media under the "other (specify)" and enter the number of this type of media under the applicable classification columns. Please return this completed form to the above by 5 January 1988.

<u>Type of Media</u>	<u>SCI</u>	<u>TS</u>	<u>Other Classified</u>	<u>Unclassified</u>
5.25 inch floppy diskettes	_____	_____	_____	_____
3.5 inch floppy diskettes	_____	_____	_____	_____
4 inch mag. cartridge	_____	_____	_____	_____
other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____

C O N F I D E N T I A L

DRAFT

## ROUTING AND TRANSMITTAL SLIP

08 SEP 87

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	DIRECTOR OF SECURITY		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1 - FOR ACTION: PLEASE PREPARE DRAFT  
 POLICY DESCRIBED IN PARA #2 AND  
 FORWARD IT TO THE EXA/DDA by COB.  
 01 OCTOBER 1987.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EXA/DDA

Phone No.

5041-102

★ U.S. GPO: 1986-491-247/40012

OPTIONAL FORM 41 (Rev. 7-71)  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

IMMEDIATE

1600



## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Security and Magnetic Media

FROM:

Executive Director

EXTENSION

NO.

ER 4110 87

DATE

18 August 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for  
Administration  
7D18 Hqs Bldg.

2.

3.

4.

EX Asst DA

02 SEP 1987

9/8

JK

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OS REGISTRY

10 SEP 1987

Time

Task OS to draft.  
Give deadline 1 Oct  
for draft to you.

Don't send out  
copies.

FORM 1-79 610 USE PREVIOUS EDITIONS

18 August 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: Executive Director

SUBJECT: Security and Magnetic Media

1. Personal computers offer enormous opportunities for the Agency. However, they will unacceptably endanger the security of our information if we don't put in place a more thorough program of safeguards. We have established a comprehensive set of processes to control our classified documents. The large volume of information that can be stored locally on magnetic media argues that such media should be protected at least as rigorously as documents.

2. I believe that we should ask the Offices of Security and Information Technology to work together in drafting a new regulation dealing with management of removable magnetic media. The Information Management Staff, the Office of Information Resources, and the Directorate of Science and Technology should also be involved. Such a policy should, at a minimum:

- be uniform across the Agency;
- require that our most sensitive information receive the most rigorous attention and control;
- implement controls to assure that we are able to account for removable magnetic media;
- set forth the role of the registries;
- provide for auditing the use of removable magnetic media to assure compliance; and
- specify the circumstances under which additional measures such as local encryption or "diskless" workstations, would be required.

Widespread use of removable magnetic media may already have outpaced our information management policy. I believe that we should endeavor to publish a regulation, and put in place the related mechanisms, by 1 November 1987.

25X1

All Portions CONFIDENTIAL



25X1

CONFIDENTIAL



**SECRET**

OS REGISTRY

10 JUL 1987

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional) Control and Accountability of Removable  
Magnetic Storage Media

FROM: Director of Security

EXTENSION

NO.

OS 7 6001

DATE

15 MAY 1987

DDA/REG  
LOGGED

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA/EXA  
7D24 HQS

9 MAY 1987

5/2

JA

2. ADDA

20 MAY 1987

LA

3. DDA

21 MAY 1987

08 JUL 1987

WD

4. ~~EP~~

13 JUL 1987

13 Jul

B

5. ~~DDPTS~~

7/5

7/31

O

6. C/ISG - Action

7.

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12.

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14. Regraded Unclassified when  
Separated from SECRET Attachment

15.

3 to 5: I have held this paper pending the formation of your new CompSec group. Now, I believe that Group should formulate a HN for my signature on this topic.

I think the ③ marked elements in attachment should be accomplished soonest. I think all diskettes should be barred from being taken out of the building once in without specific screening. Why have levels. Just say no !!

**SECRET**

S E C R E T

15 MAY 1987

MEMORANDUM FOR: Deputy Director for Administration


FROM: [REDACTED]  
Director of SecuritySUBJECT: Control and Accountability of Removable  
Magnetic Storage Media [REDACTED]

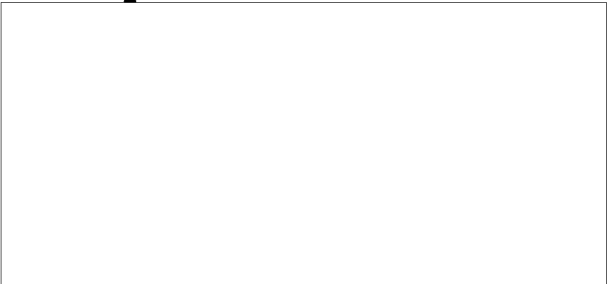
1. This memorandum and the attached background information bring to your attention an information management concern that requires attention. I am referring to the explosion in the use of easily transportable magnetic storage media. Floppy diskettes and other media have inundated our office work environment with the proliferation of PCs and office automation. Development and implementation of an effective information management system for magnetic media will be essential in the maintenance of good security. [REDACTED]

2. I am attaching a white paper that summarizes the problem, what is currently being done to address our concerns, and what needs to be considered for a more effective, long-term solution. While the Office of Security is taking steps to alert personnel at all Agency levels of this growing problem through our education and awareness program, a solution that fully addresses all facets of the problem must be developed and implemented. [REDACTED]

3. Recently, OIS created an Electronic Information Control Task Force to review the bidding on managing and controlling electronic information. Conversations between [REDACTED] Chairman of the Task Force, and [REDACTED] Chief, Information Systems Security Division, indicated that the scope of the task force did not include examining the control and accountability of removable magnetic storage media. This task force's primary focus was to make recommendations pertaining to

S E C R E T

25X1 the policy and procedures required to properly classify different types of records and identify the process for scheduling, archiving, and disposing of electronic records. 

25X1 4. I believe that a task force similar to that created by OIS is needed to examine the issue of accountability of removable magnetic storage media. As an information management concern to this Agency and its senior officials, it is recommended that you give consideration to establishing a similar task force to address controlling removable magnetic media. The task force would examine alternatives and make recommendations for the development of a cost-effective program to solve this problem. 

Attachment

S E C R E T

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